



OCT 03 2001

CALIFORNIA  
TRANSPORTATION COMMISSION

CALIFORNIA TRANSPORTATION COMMISSION

ADOPTION OF FY 2001-02 RURAL TRANSIT SYSTEM GRANT PROGRAM GUIDELINES  
AND PROJECT APPLICATION FORM

Resolution G-01- 31

- 1.1 WHEREAS, in accordance with Section 14057 of the Government Code, the California Department of Transportation (Department), in cooperation with regional agencies, transit operators, other stakeholder representatives, and Commission staff developed guidelines and a project application form for development of the Rural Transit System Grant Program; and
- 1.2 WHEREAS, Commission staff submitted the proposed guidelines to the Commission on August 23, 2001; and
- 1.3 WHEREAS, Commission staff distributed the proposed project application form to the Commission and regional transportation planning agencies on September 10, 2001; and
- 1.4 WHEREAS, the Commission provided an opportunity for the public to comment regarding the Rural Transit System Grant Program during its August 23, 2001 meeting, and continued to receive comments through September 17, 2001; and
- 1.5 WHEREAS, the proposed guidelines and project application form are a complete full statement of the Rural Transit System Grant Program and contain the policy, standards and criteria the Commission intends to use in programming and funding projects in the Program; and
- 1.6 WHEREAS, in accordance with Section 14057 of the Government Code, the Commission is required to adopt the guidelines as proposed by the Department; and
- 2.1 NOW THEREFORE BE IT RESOLVED, that the California Transportation Commission does hereby adopt the attached Rural Transit System Grant Program guidelines and project application form as proposed; and
- 2.2 BE IT FURTHER RESOLVED, that the California Transportation Commission request the Department, in cooperation with the Commission staff, to distribute copies of the adopted Rural Transit System Grant Program guidelines and project application form to regional agencies, county transportation commissions and representatives of local agencies and transit agencies.

**CALIFORNIA TRANSPORTATION COMMISSION  
GUIDELINES FOR THE  
RURAL TRANSIT SYSTEM GRANT PROGRAM  
(RTSGP)**

**Resolution G-01-31**

**Adopted October 3, 2001**

**CALIFORNIA TRANSPORTATION COMMISSION  
GUIDELINES FOR THE  
RURAL TRANSIT SYSTEM GRANT PROGRAM**

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## I. INTRODUCTION

- 1.1 **Authority** Section 14057, added to the Government Code by Chapter \_\_\_ of the Statutes of 2001, requires that the Department of Transportation and the California Transportation Commission establish the Rural Transit Systems Grant Program, in accordance with this Section and the guidelines adopted by the Commission.

The Budget Act of 2001 contains a Public Transportation Account (PTA) appropriation of \$18,000,000 for the Program.

The Department shall prepare the Program guidelines no later than August 31, 2001.

The Commission shall adopt the Program guidelines no later than October 15, 2001.

The Rural Transit System Grant Program will become operative on January 1, 2002. Funds are not available until January 1, 2002.

Section 14057 shall become inoperative on July 1, 2002, and is repealed as of January 1, 2003, unless a later enacted statute, that becomes operative on or before January 1, 2003, deletes or extends the dates on which it becomes inoperative and is repealed.

(Agencies may not apply for grants from this Program, if TDA funds allocated to them by the regional agency are expended for street and road purposes during FY 2001-02.)

- 1.2 **Intent of Program** The intent of the Program is to improve the efficiency and effectiveness of the rural transit system. Section 14057 requires that Program grants be awarded to recipients on a competitive basis for projects that primarily serve rural areas.

Grants are to be used to purchase, construct, and rehabilitate transit facilities, vehicles, and equipment, including energy efficiency retrofits, and to purchase rights-of-way for transit systems.

- 1.3 **Purpose and Objectives of Guidelines** These guidelines are intended to clarify the Program requirements, and to guide and facilitate local, regional and state actions related to defining, approving, funding and implementing the projects selected.

Other objectives include:

- Clarifying roles and responsibilities
- Expediting project approval, funding, and implementation
- Maintaining accountability for actions of the agencies involved

(The development of these guidelines is a collaborative effort of the RTSGP Taskforce. The taskforce includes Department staff, with Mass Transportation acting in the role of facilitator/coordinator, Commission staff, acting in the role of advisor, transit providers, as well as stakeholder representatives from the Rural Counties Task Force, the Regional Transportation Planning Agencies and the California Association for Coordinated Transportation.)



1.4 **Definitions** As used in the guidelines the following definitions apply:

- ***Program*** -- the Rural Transit Systems Grant Program as defined in the legislation.
- ***Rural Area*** -- an area not included within the boundaries of an urbanized area, as defined by the United States Bureau of Census in its latest decennial census (1990 census data will be used for this Program as 2000 census data is not yet available).
- ***Grant*** -- the amount of Program funds approved for a project.
- ***Match*** -- the amount of non-Program funds used to match the grant. The required match shall be an amount equal to the percentage of TDA funds allocated by the regional agency to the applicant that were used for street and road purposes, averaged over the 1998-99, 1999-00 and 2000-01 fiscal years, but may not be less than 10 percent, or more than 50 percent of the grant award. The actual match amount provided by a recipient may exceed the required match.
- ***Commission*** -- the California Transportation Commission.
- ***Public Transit Committee*** -- the Commission's group concerned with public transit matters. This Committee will hear applicant appeals for this Program.
- ***Department*** -- the California Department of Transportation.
- ***Review Committee*** -- the group responsible for reviewing project applications and making funding recommendations to the Commission.
- ***Regional Agency*** -- the group responsible for allocating TDA funds in a region. In rural areas, the typical arrangement is a county transportation commission, or a council of governments.
- ***Recipient*** -- an applicant approved to receive a Program grant. Only applicants that meet the definition of claimants in Section 99203 of the Public Utilities Code are eligible to receive Program funds.
- ***Agreement*** -- a contract between the Department and the Recipient containing the state's requirements and conditions for projects funded under this Program. To expedite execution of these contracts, the existing Master Agreement / Program Supplement process will be used.

(Note: an agency may not receive grants from this Program, if TDA funds allocated by the regional agency to that agency are expended for street and road purposes during FY 2001-02.)

## II. RESPONSIBILITIES

Project applications shall be submitted to the appropriate District Transit Representative (DTR). The DTR (see Attachment 2 for a listing of DTRs) should also be contacted for general information, matters pertaining to project management, invoicing, reimbursements and other project-related issues. The DTR may direct questions related to policy issues and interpretation of guidelines to Headquarters staff for resolution. Department staff may consult with Commission staff as appropriate.

If an agency submits a project application for this Program electronically (by fax or e-mail), it must follow up by sending the original, signed copy within five (5) days.

### 2.1 Recipient is responsible for:

- Submitting a complete project application for each project, to the District no later than December 28, 2001
- Securing funding commitments to complete the project
- Returning a signed agreement, including an approved Board Resolution, to encumber the Program funds not later than May 31, 2002
- Fulfilling administrative requirements, including timely billing for reimbursement

### 2.2 Regional Agency is responsible for:

- Working with recipient to ensure the project is consistent with the regional transportation plan
- Co-signing project applications that include Regional Improvement Program funds or other funds approved by the regional agency
- Certifying the percentage of TDA funds allocated to the applicant that were used for street and road purposes during the 1998-99, 1999-00 and 2000-01 fiscal years

### 2.3 Department (Headquarters) is responsible for:

- Preparing Program guidelines and establishing the Program
- Notifying applicants of tentative project selection, and providing draft list to the applicants and regional agencies
- Co-signing applications for projects on an intercity rail line or that include interregional improvement funds
- Allocating Program funds as directed by the Commission
- Preparing and executing agreements with the Recipients
- Administering the Program
- Reporting to the Legislature on the types of projects funded under the Program

### 2.4 Department (District Transit Representative) is responsible for:

- Providing guidance to applicants on Program requirements and timelines
- Preliminary review of applications, including requesting corrections from applicants, before forwarding applications to Headquarters by January 11, 2002
- Administering agreements with the Recipients, including timely reimbursements
- Acting as liaison between Recipient and Department Headquarters staff

**2.5 Review Committee** is responsible for:

- Receiving, reviewing and scoring project applications
- Developing a draft prioritized project list of selected projects
- Making project selection recommendations to the Commission, and providing draft list to the Commission and to the Department

**2.6 Commission** is responsible for:

- Adopting Program guidelines
- Establishing the Program
- Hearing applicant appeals, as necessary
- Approving projects, as recommended by the Review Committee
- Directing the Department on how to allocate the funds for the Program

**2.7 Timelines** The timelines below are the estimated dates for the Program:

- |  |                   |
|--|-------------------|
| • Distribute Applications (Department)               | October 15, 2001  |
| • Applications Due in District Offices               | December 28, 2001 |
| • Completed Applications Due in HQs                  | January 11, 2002  |
| • Application Review Committee Prioritizes Projects  | January 25, 2002  |
| • Notify Agencies of Project Selection (Draft List)  | February 1, 2002  |
| • Appeals, if necessary, to Public Transit Committee | February 2002     |
| • Notice Program of Projects (Commission)            | February 2002 CTC |
| • Adopt Program of Projects (Commission)             | April 2002 CTC    |
| • Agreements to Recipient                            | April 30, 2002    |
| • Signed Agreements Due to HQs for Execution         | May 31, 2002      |
| • All Program Funds Encumbered                       | May 31, 2002      |
| • Report to Legislature                              | June 30, 2002     |



### III. PROJECT APPROVAL

Due to the Program's limited period of availability, applications must be received in the Districts no later than December 28, 2001.

If the grant being requested will not fund the entire project, then the amount of funds being requested should directly relate to a usable segment. The recipient should discuss, as part of the application, how the funds would be able to complete a usable segment and how it intends to fund the entire project.

**3.1 Submittal of Application** Applications should be submitted to the DTR. Each project requires a separate application. Applications must cover at least one of the following four phases of work: 1) studies, environmental review and permits [PA&ED]; 2) preparation of project plans and specifications [PS&E]; 3) right of way acquisition [R/W]; and 4) construction or procurement [CON].

**3.2 Content and Format of Application** Because applications will also serve as the allocation requests for projects approved for funding, applications shall include, at a minimum, the following information:

- Project Type and Justification - a description of the project identifying how the project addresses rural transit needs and contributes to the development of a coordinated and balanced transportation system, which includes a discussion of the benefits of the project
- Project Need and Effectiveness - a description of the transit need, project match requirement and how the project will fill service gaps and improve connectivity
- Project Scope of Work - describe in detail what work will be done and what the estimated costs will be
- Project Location Map - should clearly show location of project; identify segment funded by this project; or show route covered by vehicle(s) to be purchased or rehabilitated
- Project Schedule - a chart detailing when the planned work will begin and end. Include start and completion dates for each phase of work included in the application, by month, and projected dates for other remaining work
- Project Financial Information (see section 3.3)
- Right-of-Way - for right of way acquisition projects, information shall include the number of parcels to be purchased; the current use of the property; and an estimate of the cost for the property. An estimate shall be submitted for non-operating rail rights-of-way under \$2 million. For non-operating rail rights-of-way over \$2 million, or operating rail rights-of-way regardless of cost, an appraisal is required
- Vehicle Purchase - for vehicle purchase projects, indicate the number of vehicles to be purchased, and the size and passenger capacity of each vehicle. Discuss whether the purchase will be a group purchase, and if so, with whom. Also discuss the type of fuel required to operate the vehicle and why this type of fueled vehicle is the preferred choice
- Contact Name and Information - information for the contact person of the recipient agency, and the applicant agency, if different. This information will provide a fast and convenient way for staff to make contact regarding the project



- Regional Agency Approval - signature of the individual authorized to sign on behalf of the regional agency. This signature certifies the TDA Usage information and that the project is consistent with the RTP
- Departmental Approval - signature of individual authorized to sign on behalf of the Department if the project uses IIP funds or makes improvements to the intercity rail system
- Documentation of Environmental Clearance – provide certification page, if applicable

**3.3 Project Financial Information** The financial information in the application will be used to evaluate the project's feasibility, as well as one criterion to decide which projects will receive Program funding. The information should be consistent with the project's schedule, and should include a TDA Usage Chart, an Overall Funding Plan, and a Financial Plan (Expenditures). These documents should be included as appendices to the application.

- a) TDA Usage Chart – indicates the amount of TDA funding allocated to the applicant by the regional agency, and the amount expended for streets and roads work for the 1998-99, 1999-00 and 2000-01 fiscal years (by signing the application, the regional agency certifies, to the best of their knowledge, that the TDA information on this form is correct).
- b) Overall Funding Plan - shows the cost for each phase of work included in the application, **by fund by fiscal years**, and proposed sources of funds for other remaining work, specifying the status of funding commitments. Any expected funding not yet committed to the project should be noted and explained. (This plan should also identify the source of non-Program funds to cover cost increases. A back-up funding plan is one way of providing this information.)
- c) Financial Plan (Expenditures) - shows projected expenditures for each phase of work included in the application, **by component by quarters**, and projected expenditure dates for other remaining work specifying the sources of funds.

The applicant assumes responsibility for cost estimates for all project phases, and for the soundness of the overall financial information.

**3.4 Review of Applications** The Application Review Committee (ARC) will include four Department staff (two District staff - one from a northern District and one from a southern District, and two Headquarters staff), as well as three outside stakeholder representatives (one from the Rural Counties Task Force, one from the Regional Transportation Planning Agencies group, and one from the California Association for Coordinated Transportation). The ARC will make its selections based on criteria that include, but are not limited to, all of the following:

- a) Project need and effectiveness – how the project effectively fills a transit need.
- b) Filling transit service gaps, including, but not limited to, connectivity to other transit systems.

- c) The potential of the project to improve the safety of passengers, transit workers, and the general public.
- d) Replacement of vehicles or equipment that have exceeded service life expectations.
- e) Deliverability – projects that can be delivered within two years will have priority.
- f) The equitable distribution of funds – to preserve the intent of the Program, projects selected should improve the efficiency and effectiveness of the rural transit system. Selections by the ARC will be made on a competitive basis. The ARC includes stakeholders representing the entire State.

Should applications total more than the \$18 million available, the amount per project (grant) will not be reduced or adjusted. Instead, if a county's proportionate share were reached, then no more applications would be approved from that county.

No county will receive more Program funds per capita than would be proportionate with its non-urban population, as set forth in the 1990 Census unless this results in an unprogrammed balance, any remaining funds would be programmed through the already established competitive selection process with the projects having the highest score receiving the remaining funds.

- g) Maintenance of Effort—for new services, the applicant must explain how the service will be continued in the future, including the source of operating revenues. This information should also be included in the Board Resolution.

The ARC expects to complete review of project applications by January 25, 2002. The ARC will compile a draft list with its funding recommendations, and present it to the Commission for notice at its February 2002 meeting.

The Department (Headquarters) will mail the draft list to all applicants and regional agencies, by February 1, 2002.

- 3.5 Project Approval** The Commission expects to adopt the Program of Projects at its April 2002 meeting. Applications approved by the Commission shall meet the requirements stipulated in the adopted guidelines. Application approval establishes the scope, schedule, cost and funding source for all phases of work included in the application.

In making its funding decisions, the Commission will have considered at a minimum, as part of the ARC recommendations, the proposed schedule, the availability and mix of funds from all fund sources, the commitment of funds to the project from all fund sources identified in the project financial plan, and the deliverability of the project within the time available by statute to use the Program funds.

- 3.6 **Appeals Process** If the Commission denies an application that is recommended by the ARC, it will document the reasons for denial and communicate them to the ARC and the applicant.

If necessary, the Commission's Public Transit Committee shall hold a hearing in February 2002, to provide an opportunity for applicants to appeal the score given by the ARC. An applicant may only appeal on issues where the ARC did not follow the established procedures and/or criteria outlined in the guidelines and application. The decision of the Public Transit Committee is final.

Requests for appeal should be submitted to the Department (Headquarters). Staff will provide relevant project information to the Public Transit Committee. Applicants are responsible for attending hearing and presenting arguments in favor of approval.



#### IV PROJECT ADMINISTRATION

Program funds must be encumbered by June 30, 2002. State funds are considered encumbered by the execution of an agreement between the Department and the recipient agency.

- 4.1 **Allocations** As noted above, applications approved by the Commission will serve as the allocation requests. The Commission's approval of the Program of Projects for the Rural Transit System Grant Program authorizes the Department to complete the necessary documents, encumber the funds for expenditure and then reimburse eligible expenditures as specified in the application.

The Department (Headquarters) will complete a funding approval letter for each project, and will encumber funds for expenditure on a project by executing an agreement with the recipient agency. Costs incurred prior to Commission approval of a project application cannot be reimbursed. Project costs incurred after Commission approval of the project application but prior to execution of an agreement may be reimbursed retroactively.

The application will specify the amount of funds authorized for each project phase. Generally, a funding approval covers at least one complete phase of work, and may cover more than one. Funding approvals will be made in units of \$1,000.

- 4.2 **Master Agreement/Program Supplement (MA/PS)** The Department (Headquarters) will prepare the necessary Master Agreement/Program Supplement documents, and will submit them to the recipient no later than April 30, 2002.

Recipients that do not receive their agreement package by May 7, 2002, should contact the Department (Headquarters) to find out the reason for the delay.

Project-specific Program Supplements will incorporate approved applications.

The recipient will return the MA/PS documents, signed by its authorized representative, to the Department (Headquarters) not later than May 31, 2002, thereby entering into an agreement with the Department and meeting the statutorily mandated encumbrance of the Program funds by June 30, 2002.

The Master Agreement/Program Supplement:

- Constitutes a binding agreement between the state and recipient agency governing expenditure of state funds, and completes allocation and encumbrance of funds for expenditure on a project
- Verifies the recipient agency's resources and capability to carry out the project
- Specifies all state requirements for administration of the work and contracts, reimbursement of funds, real property acquisition, accounting and auditing; and if necessary, for projects involving funds from other state programs, the agreement also may include further requirements pertaining to those other programs, and will lay out federal requirements for those projects that include federal funding or require permits from federal agencies
- Specifies how additional project costs will be covered
- Contains a resolution from the governing board, authorizing the recipient to enter into the agreement on the board's behalf



The state requirements in an agreement typically include, but may not be limited to, the following:

- Project information, including financial data, from the application
- Special conditions from the project application
- Non-discrimination clauses
- Contract advertising and award requirements from the State Contract Act
- Definition of eligible and ineligible costs
- State accounting, records retention, and audit requirements
- Right of way requirements, including relocation, utilities, encroachment permits, and disposal of excess property
- Operation, maintenance, and control of the completed project
- Liability and hold harmless clauses
- Conditions of acceptance and termination

Although the Commission will not adopt the list of approved projects until its April 2002 meeting, the Commission urges the Department and the recipient to undertake any early actions that will expedite execution of the agreement. Approval of a Board resolution prior to approval of an application is an example of an early action, which will expedite execution of the agreement upon approval of the project.

- 4.3 **Expenditures and Reimbursement** Program funds must be encumbered by June 30, 2002 and expended by June 30, 2004, unless those times are extended by an act of the Legislature. Any funds not encumbered or expended by the respective time limits will remain as unused funds in the Public Transportation Account.

Recipients will receive reimbursements for billings submitted in arrears (this means that a recipient must incur costs, pay for them, and then submit invoices for reimbursement). The terms of the approved project application, funding approval and agreement will govern the reimbursement rate.

The Commission and the Department expect recipients to be reimbursed expeditiously, and the Department will use electronic reimbursement procedures to the extent prudent and practical. In return, the Commission and the Department expect the recipient to submit billings within a reasonable time after work has been completed, in accordance with terms of the agreement.

- 4.4 **Cost Increases and Savings** If additional funding is required to complete a project, the Recipient will be responsible for securing additional funds from sources other than the Program.

Recipients will notify the Department of cost savings for any project phase, and will be allowed to use those savings to enhance the original project, if the funds can be expended no later than June 30, 2004.

- 4.5 **Project Amendments** The Commission may accept revised applications on a case by case basis, depending on the amount of funds available and if there is sufficient time remaining to encumber the funds. They may also consider an application for an alternative project, taking into consideration the complexity, size, and challenges of the

project, but in no case will an application be accepted after May 31, 2002, in order to meet the June 30, 2002 statutory deadline to encumber the funds.

Once the Commission has approved a project application, the recipient assumes responsibility for managing the project consistent with the scope, schedule and cost in the approved application. Although external factors may cause changes to the project scope, schedule or cost, only minor project amendments will be considered, as discussed below.

**Minor Changes:** are changes to the project that do not affect the original project's intent or the overall project cost. Minor changes will be approved on a case-by-case basis. An example of a minor change would be: a vehicle purchase project for three (3) buses and due to a group procurement the recipient is able to purchase four (4) buses for the original amount of approved Program funds. The Department will make minor changes administratively.

**Project Delays and Failures:** The recipient is required to make diligent progress toward completing the project. Should it be determined that a project will be delayed more than six months, the recipient is required to report to the Commission on the nature of the delay and steps taken to alleviate the problem.

Should a project, for any reason, be determined to be undeliverable, the Program funds will revert to the Public Transportation Account.

**4.6 Audits** The Department's Division of Mass Transportation will submit the draft Master Agreement (MA) to the Department's Division of Audits and Investigations and request a preaward evaluation of the recipient prior to execution of the MA. Program Supplements (PS) do not need to be forwarded for preaward evaluation unless the following applies:

- PS includes special conditions not included in the Master Agreement.
- Prior audit work noted material deficiencies.
- Recipient has been designated a high-risk auditee.

All Program funds will be subject to an audit. The recipient assumes responsibility to establish and maintain records of project costs, allocations, expenditures, and reimbursements in accordance with state audit requirements. Those requirements are included in the agreement. Upon completion of a project, the recipient will submit to the Department a final project expenditure report documenting all project expenditures, before it can receive final payment.

**4.7 Report to the Legislature** The statutes require the Department to report on or before June 30, 2002 on the type of projects funded through the Rural Transit System Grant Program. The Department will use the Program of Projects, as approved by the Commission, to assist in the preparation of the report.

## ATTACHMENTS

- A.1 Department Contacts List (Headquarters and Districts)
- A.2 Map of California Rural Service Areas
- A.3 RTSGP Application



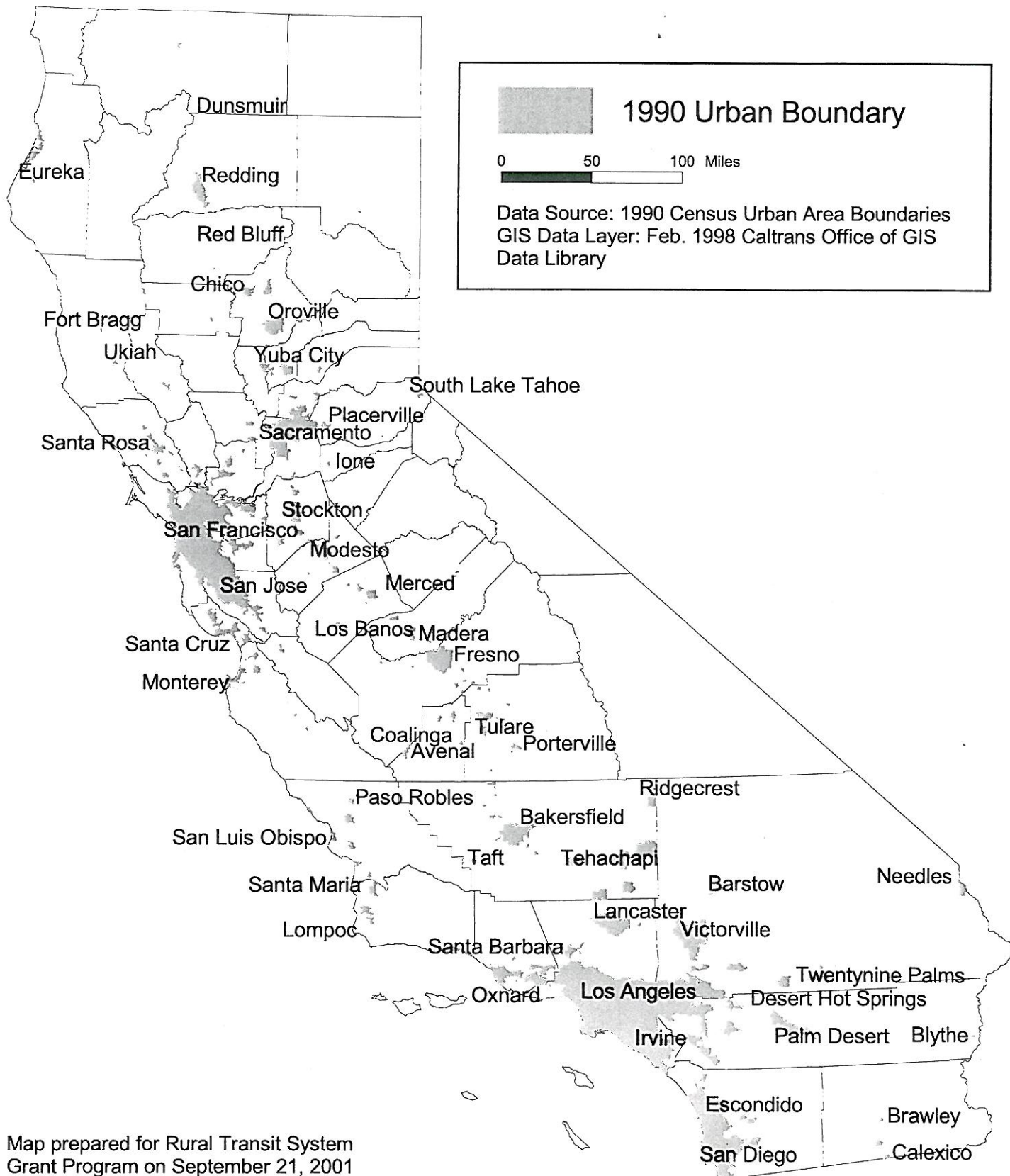
## Departmental Contacts for the Rural Transit System Grant Program

		<u>PUBLIC #</u>	<u>FAX #</u>	<u>MAIL</u>
<b>Headquarters - Sacramento</b>	General Information	(916)654-8811		HEADQUARTERS - SACRAMENTO
Mass Transportation Division Chief	Tom McDonnell	(916)654-8144		1120 N STREET (95814)
State Grants Office Chief	Gale McIntyre	(916)654-8074		P.O. BOX 942874
<b>RTSGP Coordinator</b>	<b>Juan Guzman</b>	<b>(916)657-3875</b>	<b>(916)654-9366</b>	SACRAMENTO, CA 94274-0001
<hr/>				
<b>District 1 - Eureka</b>	General Information	(707)445-6600		DISTRICT 1 - EUREKA
District Director	Rick Knapp	(707)445-6445		1656 UNION STREET (95501)
District Division Chief	Cheryl Willis		P.O. BOX 3700	
<b>Transit Rep</b>	<b>Michele Fell</b>	<b>(707)445-6333</b>	<b>(707)445-5869</b>	EUREKA, CA 95502-3700
<b>District 2 - Redding</b>	General Information	(530)225-3426		DISTRICT 2 - REDDING
District Director	Thom Niesen	(530)225-3477		1657 RIVERSIDE DRIVE (96001)
District Division Chief	Don Anderson (Acting)	(530)225-3570		P.O. BOX 496073
<b>Transit Rep</b>	<b>Deborah Pedersen</b>	<b>(530)225-3259</b>	<b>(530)225-3578</b>	REDDING, CA 96049-6073
<b>District 3 - Marysville</b>	General Information	(530)741-4211		DISTRICT 3 - MARYSVILLE
District Director	Jody Lonergan	(530)741-4233		703 "B" STREET (95901)
District Division Chief	Kome Ajise (Acting)	(530)741-4277		P.O. BOX 911
<b>Transit Rep</b>	<b>Wayne Schnell</b>	<b>(530)741-4025</b>	<b>(530)741-5346</b>	MARYSVILLE, CA 95901
<b>District 4 - Oakland</b>	General Information	(510)286-4444		DISTRICT 4 - OAKLAND
District Director	Randell Iwasaki (Acting)	(510)286-5900		111 GRAND AVENUE (94612)
District Division Chief	Darnall Reynolds	(510)286-5898		P.O. BOX 23660
<b>Transit Rep</b>	<b>Wade Greene</b>	<b>(510)286-5541</b>	<b>(510)286-5559</b>	OAKLAND, CA 94623-0660
<b>District 5 - San Luis Obispo</b>	General Information	(805)549-3111		DISTRICT 5 - SAN LUIS OBISPO
District Director	Jay Walter	(805)549-3127		50 HIGUERA STREET
District Division Chief	Gregg Albright	(805)549-3161		SAN LUIS OBISPO, CA 93401-5415
<b>Transit Rep</b>	<b>Tim Rochte</b>	<b>(805)549-3130</b>	<b>(805)549-3077</b>	
<b>District 6 - Fresno</b>	General Information	(559)488-4020		DISTRICT 6 - FRESNO
District Director	Mike Leonardo	(559)488-4057		1352 W. OLIVE AVENUE (93728)
District Division Chief	D. Alan McCuen	(559)488-4115		P.O. BOX 12616
<b>Transit Rep</b>	<b>Steve Curti</b>	<b>(559)488-4162</b>	<b>(559)488-4088</b>	FRESNO, CA 93778-2616
<b>District 7 - Los Angeles</b>	General Information	(213)897-3656		DISTRICT 7 - LOS ANGELES
District Director	Robert W. Sassaman	(213)897-0362		120 S. SPRING STREET
District Division Chief	Rose Casey	(213)897-0362		LOS ANGELES, CA 90012
<b>Transit Rep</b>	<b>Linda Wright</b>	<b>(213)897-0213</b>	<b>(213)897-0678</b>	
<b>District 8 - San Bernardino</b>	General Information	(909)383-4561		DISTRICT 8 - SAN BERNARDINO
District Director	Ann Mayer	(909)383-4055		464 WEST 4 <sup>TH</sup> STREET
District Division Chief	Dick Doyle	(909)383-4147		SAN BERNARDINO, CA 92401-1400
<b>Transit Rep</b>	<b>Gary Greene</b>	<b>(909)383-5926</b>	<b>(909)383-5936</b>	
<b>District 9 - Bishop</b>	General Information	(760)872-0601		DISTRICT 9 - BISHOP
District Director	Tom Hallenbeck	(760)872-0602		500 S. MAIN STREET
District Division Chief	Katy Walton	(760)872-0691		BISHOP, CA 93514
<b>Transit Rep</b>	<b>Brad Mettam</b>	<b>(760)872-0689</b>	<b>(760)872-0754</b>	
<b>District 10 - Stockton</b>	General Information	(209)948-7543		DISTRICT 10 - STOCKTON
District Director	Dinah Bortner (Acting)	(209)948-7943		1976 E. CHARTER WAY (95205)
District Division Chief	Dana Cowell	(209)948-7906		P.O. BOX 2048
<b>Transit Rep</b>	<b>Tom Dumas</b>	<b>(209)941-1921</b>	<b>(209)941-3631</b>	STOCKTON, CA 95201
<b>District 11 - San Diego</b>	General Information	(619)688-6785		DISTRICT 11 - SAN DIEGO
District Director	Jack Boda (Acting)	(619)688-6668		2829 JUAN STREET (92110)
District Division Chief	Gene Pound	(619)688-6681		P.O. BOX 85406
<b>Transit Rep</b>	<b>Bill Figge</b>	<b>(619)688-6954</b>	<b>(619)688-4299</b>	SAN DIEGO, CA 92186-5406
<b>District 12 - Orange County</b>	General Information	(949)724-2000		DISTRICT 12 - ORANGE COUNTY
District Director	Cindy Quon (Acting)	(949)724-2007		3347 MICHELSON DRIVE
District Division Chief	Gail Farber	(949)724-2014		IRVINE, CA 92612
<b>Transit Rep</b>	<b>Luisa Easter</b>	<b>(949)724-2971</b>	<b>(949)724-2592</b>	



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# Rural Transit System Grant Program California Urban Areas - 1990



Map prepared for Rural Transit System Grant Program on September 21, 2001 by Ann Mahaney, GIS Analyst, California Department of Transportation, Div. of Transportation Planning.



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## **Project Application**

**for the**

## **RURAL TRANSIT SYSTEM GRANT PROGRAM (RTSGP)**

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### Application Checklist

- ☐ Application Content Page
- ☐ Project Type and Justification
- ☐ Project Need and Effectiveness
- ☐ Safety Benefits
- ☐ Other Criteria
- ☐ Project Schedule
- ☐ Route/Project Location Map
- ☐ Authorization/Certification

### *Appendices*

- ☐ TDA Usage Chart and Overall Funding Plan
- ☐ Financial Plan (Expenditures)
- ☐ Board Resolution (include maintenance of effort statement)
- ☐ Existing Fleet Inventory Chart (if applicable)
- ☐ Supporting Project Documentation

## Introduction

An application package shall include a complete application, financial information, an approved board resolution, and any attachments that may help the Application Review Committee make its decisions.

A separate application must be received for each project, but agencies submitting more than one application for consideration will only be required to submit one originally signed board resolution. Each subsequent application must include a copy of that originally signed resolution for that agency.

## Application Review Criteria

The ARC will review, score and rank proposed projects using evaluation criteria divided into four (4) main categories: Project Type/Justification, Project Need/Effectiveness, Safety Benefits, and Other Criteria. The highest score possible is 100 points, as follows:

RTSGP Evaluation Criteria	Maximum Total Points
<b>I. Project Type/Justification</b> A. Expansion Vehicle B. Replacement Vehicle C. Vehicle Rehabilitation D. New Facility E. Facility Expansion F. Facility Rehabilitation G. Right of Way Acquisition H. New Equipment – (non-vehicle) I. Equipment Rehabilitation – (non-vehicle)	<b>30</b>
<b>II. Project Need/Effectiveness</b> A. Documentation of Transit Need B. TDA Match Requirement	<b>30</b>
<b>III. Safety Benefits</b>	<b>20</b>
<b>IV. Other Criteria</b> A. Documentation of Transit Need B. TDA Match Requirement	<b>20</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## Application Content

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### Proposed Project - Applicant Information:

Project Title:			
Applicant Agency:			
Address:			
City:	State:	Zip:	
Contact Person:	Title:		
Phone:	Fax:	Email:	

Implementing Agency:			
Address:			
City:	State:	Zip:	
Contact Person:	Title:		
Phone:	Fax:	Email:	

### Proposed Project - Funding Information:

A. Total Project Cost:	\$	(C+D)
B. Match Required:	\$	(per TDA Chart)
C. Actual Match:	\$	(must be $\geq$ B)
D. RTSGP Grant Funds:	\$	(A-C)

### Proposed Project - Timeline:

Start Date:	Completion Date:
-------------	------------------

### Proposed Project - Type:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Expansion Vehicle(s)   | <input type="checkbox"/> New Facility            | <input type="checkbox"/> Right of Way Acquisition |
| <input type="checkbox"/> Replacement Vehicle(s) | <input type="checkbox"/> Facility Expansion      | <input type="checkbox"/> New Equipment            |
| <input type="checkbox"/> Vehicle Rehabilitation | <input type="checkbox"/> Facility Rehabilitation | <input type="checkbox"/> Equipment Rehabilitation |



## I. Project Type and Justification

(Maximum Section I Points = 30)

*For this section, complete only the subsection related to your type of project.*

For vehicle projects, mileage and useful life information should be as of date of application.

### A. Expansion Vehicle(s)

Provide a route map and/or describe the proposed service expansion and/or the proposed capacity expansion including the area to be served, the projected annual ridership, days and hours of service, service coordination with other agencies including any usage of the vehicle(s) by other agencies through a coordination plan. Identify vehicle type, passenger capacity and fuel type. Please indicate whether vehicle(s) is/are being purchased as part of a group procurement (state contract, piggybacking, etc.).

Provide documentation supporting the agency's fare box recovery ratio.

<u>Points</u>	<u>Point Criteria</u>
15	Includes discussion and documents
10	Includes discussion, but no documents
5	No discussion, but includes documents
0	No discussion or documents
10	26% or > overall agency fare box for rural service
8	21% - 25% overall agency fare box for rural service
6	16% - 20% overall agency fare box for rural service
4	11% - 15% overall agency fare box for rural service
2	0% - 10% overall agency fare box for rural service
5	Chart describing applicant's entire fleet is included (sample format attached)

### B. Replacement Vehicle(s)

Describe the vehicle(s) to be replaced. Identify VIN numbers, vehicle type, mileage, passenger capacity and fuel type. Describe the condition of the existing vehicle(s). If replaced vehicle(s) is/are being retained as a backup, explain why. Lastly, please indicate whether vehicle(s) is/are being purchased as part of a group procurement (state contract, piggybacking, etc.).

	<i>Small Vehicle/Specialized Van &lt; 10,000 GVWR</i>	<i>Small/Medium Bus Approx. 21' - 30'</i>	<i>Heavy Duty Bus Approx. 30' - 40', or Articulated</i>
<u>Points</u>	<u>Miles</u> or <u>Age</u>	<u>Miles</u> or <u>Age</u>	<u>Miles</u> or <u>Age</u>
25	154,000 or > 8 years	254,000 or > 11 years	405,000 or > 14 years
20	136,000-153,999 or > 7 years	236,000-253,999 or > 10 years	390,000-404,999 or > 13 years
15	118,000-135,999 or > 6 years	218,000-235,999 or > 9 years	375,000-389,999 or > 12 years
10	106,000-117,999 or > 5 years	206,000-217,999 or > 8 years	360,000-374,999,999 or > 11 years
5	100,000-105,999 or > 4 years	200,000-205,999 or > 7 years	350,000-359,999 or > 10 years
0	Under 100,000 or < 4 years	Under 200,000 or < 7 years	Under 350,000 or < 10 years
5	Chart describing applicant's entire fleet is included (sample format attached)		

### **C. Vehicle Rehabilitation**

Describe the vehicle(s) to be rehabilitated. Identify VIN numbers, vehicle type, mileage, passenger capacity and fuel type. Describe the condition of the existing vehicle(s). Describe the rehabilitation to be accomplished, indicate the make and model of the component to be rehabilitated. Explain how it will increase the useful life of the vehicle(s), or what other service improvements will result from the vehicle being rehabilitated.

	<i>Small Vehicle &lt; 10,000 GVWR</i>	<i>Small/Medium Bus Approx. 21' – 30'</i>	<i>Heavy Duty Bus Approx. 30' – 40', or Articulated</i>
<b>Points</b>	<b><u>Miles</u> or <u>Age</u></b>	<b><u>Miles</u> or <u>Age</u></b>	<b><u>Miles</u> or <u>Age</u></b>
25	154,000 or > 8 years	254,000 or > 11 years	405,000 or > 14 years
20	136,000-153,999 or > 7 years	236,000-253,999 or > 10 years	390,000-404,999 or > 13 years
15	118,000-135,999 or > 6 years	218,000-235,999 or > 9 years	375,000-389,999 or > 12 years
10	106,000-117,999 or > 5 years	206,000-217,999 or > 8 years	360,000-374,999,999 or > 11 years
5	100,000-105,999 or > 4 years	200,000-205,999 or > 7 years	350,000-359,999 or > 10 years
0	Under 100,000 or < 4 years	Under 200,000 or < 7 years	Under 350,000 or < 10 years
5	Chart describing applicant's entire fleet is included (sample format attached)		

### **D. New Facility**

Describe the proposed facility. Include a detailed scope of work and total cost of project by component. If required, provide documentation of environmental clearance. Identify the components that will be completed by June 30, 2004, and specify if those components provide a usable segment. Provide street address, location map and site plan. Examples of acceptable documentation include: Scope of work, financial plan, detailed plans and drawings, board project acceptance, pictures, environmental clearance documents, etc.

Identify services to be accommodated or intended use of the facility, including but not limited to; intercity bus, commuter bus, Amtrak, airport, local transit, school bus service, local cab companies, multimodal or transfer facility, transit maintenance facility, transit operations facility, transit training facility, transit management headquarters, local transportation planning offices.

<b><u>Points</u></b>	<b><u>Point Criteria</u></b>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents

### **E. Facility Expansion**

Describe the facility to be expanded. Include information regarding capacity of the existing facility, and the expected increases in capacity and/or service capabilities as a result of this expansion. Include a detailed scope of work and total cost of expansion by component. Identify the components that could be completed by June 30, 2004, and specify if those components provide a usable segment. Provide street address, location map, and a site plan that identifies existing facility and the proposed expansion. Examples of acceptable documentation include: Scope of work, financial plan, detailed plans and drawings, board project acceptance, pictures, environmental clearance documents, etc.



Identify other services to be accommodated in the expanded facility, including but not limited to; intercity bus, commuter bus, Amtrak, airport, local transit, school bus service, local cab companies, multimodal or transfer facility, transit maintenance facility, transit operations facility, transit training facility, transit management headquarters, local transportation planning offices.

<u>Points</u>	<u>Point Criteria</u>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents

#### **F. Facility Rehabilitation**

Describe the facility to be rehabilitated. Include information regarding the existing condition of the facility, and identify the part that requires rehabilitation. Specify the expected benefit(s) to the agency and/or public as a result of this rehabilitation. Include a detailed scope of work and total cost of the project by component. Identify the components that could be completed by June 30, 2004, and specify if those components provide a usable segment. Provide street address, location map, and a site plan that identifies existing facility and section to be rehabilitated. Examples of acceptable documentation include: Scope of work, financial plan, detailed plans and drawings, board project acceptance, pictures, environmental clearance documents, etc.

Identify major facility rehabilitation activity, including but not limited to; environmental improvement (i.e. asbestos removal), energy efficiency improvement (heating/cooling system, insulation, windows), roof replacement, parking lot resurfacing, hazardous materials containment, storm water/wastewater run-off mitigation, vehicle fueling area, ADA accessibility compliance, CalOSHA compliance, security fencing, lighting, bicycle storage accommodation.

<u>Points</u>	<u>Point Criteria</u>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents

#### **G. Right of Way Acquisition**

Describe the right of way to be purchased. Information shall include the number of parcels to be purchased; the current use of the property; and estimated cost for the property. If required, provide documentation of environmental clearance. Provide location map and street address, if applicable. Describe intended use of right of way, including but not limited to, bus turnouts, multi-modal or transfer facility. An estimate shall be submitted for non-operating rail rights-of-way under \$2 million. For non-operating rail rights-of-way over \$2 million, or operating rail rights-of-way regardless of cost, an appraisal is required. Explain the probability of acquiring property by June 30, 2004. Examples of acceptable documentation include: Scope of work, financial plan, detailed plans and drawings, board project acceptance, pictures, environmental clearance documents, etc.

<u>Points</u>	<u>Point Criteria</u>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents

#### **H. New Equipment (non-vehicle)**

Describe the equipment to be purchased (communications, computer, bicycle racks, destination signs, wheelchair restraint systems, rear obstacle detection systems, brake retarders, transmission fluid coolers, vehicle flooring, fare boxes, etc.). Explain the need for the equipment, and the benefits provided by the equipment. Project Schedule should indicate project completion/purchase date. Also include Scope of work, financial information, board resolution showing project acceptance, pictures, and equipment brochures, etc.

<u>Points</u>	<u>Point Criteria</u>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents

#### **I. Equipment Rehabilitation (non-vehicle)**

Describe the equipment to be rehabilitated. Explain the need for the equipment and provide information regarding the condition of the existing equipment. Provide the equipment serial number(s). Specify the expected benefit(s) to the agency and/or public as a result of this rehabilitation. Include a detailed scope of work and total cost of the project. Project Schedule should indicate project completion/purchase date. Also include Scope of work, financial information, board resolution showing project acceptance, pictures, and equipment brochures, etc.

<u>Points</u>	<u>Point Criteria</u>
30	Includes discussion and documents
20	Includes discussion, but no documents
10	No discussion, but includes documents
0	No discussion or documents



## II. Project Need and Effectiveness

(Maximum Section II Points = 30)

### A. Documented Rural Transit Need

Provide detailed discussion of the rural transit need of the applicant. Discuss whether the project benefits operation and maintenance, or management and administration. Indicate if project has been designed in response to Unmet needs hearing testimony, etc. If possible, include copies of materials (or appropriate pages of report) that reference this project. Authorized plans supporting transit need shall be attached to the application. Examples of such plans include, but are not limited to, transit development plan, overall work plan, Social Service Action Plan, regional transportation plan, capital improvement plan, short range transit plan, transit marketing plan, energy conservation plan, Congestion Relief Plan, environmental mitigation/enhancement plan, etc.

<u>Points</u>	<u>Point Criteria</u>
10	Discusses transit service need that directly relates to operation and maintenance and includes acceptable documentation from a plan as mentioned above.
8	Discusses transit management and administration needs and includes acceptable documentation from a plan as mentioned above.
6	Discusses transit service need that directly relates to operation and maintenance but does not include acceptable documentation from a plan as mentioned above.
4	Discusses transit management and administration needs but does not include acceptable documentation from a plan as mentioned above.
0	Does not discuss transit needs nor includes acceptable documentation.

### B. Filling Service Gaps and Connectivity

Includes a detailed discussion of how this project will fill service gaps, improve and/or establish service connectivity. Supporting documentation shall be attached to the application. Examples of acceptable documentation include, but are not limited to, route maps indicating service gaps that will be eliminated by new service, or where it will connect to other service providers and/or other modes of transportation. Letters of support from other agencies or copies of coordination plans are recommended for this section.

<u>Points</u>	<u>Point Criteria</u>
15	Discusses filling service gaps and/or service connectivity and includes acceptable documentation.
10	Discusses filling service gaps and/or service connectivity, but does not include acceptable documentation.
5	Does not discuss filling service gaps and/or service connectivity but includes acceptable documentation.
0	Does not provide discussion nor includes acceptable documentation.

### C. Match Requirement

Total recipient match required based on TDA usage on local streets and roads work, averaged over fiscal years 1998-99, 1999-00, and 2000-01. A lower match requirement indicates that a higher percentage of TDA funds were used for transit purposes.

<u>Points</u>	<u>Point Criteria</u>
10	10% match
8	11% - 20% match
6	21% - 30% match
4	31% - 40% match
2	41% - 50% match



### III. Safety Benefits

(Maximum Section III Points = 20)

Describe safety benefits of project including, but not limited to, current accident rate and expected improved future rate. Include documents that support your discussion. Acceptable documents may include product information describing safety benefits, risk management reports, safety studies, governmental safety bulletins, manufacturer safety bulletins, CHP, or other California governmental safety compliance requirements, peer safety review, recognized improvement implemented by other operator(s).

<u>Points</u>	<u>Point Criteria</u>
20	Documentation showing safety benefit to both the public and to employees.
15	Documentation showing safety benefit to the public.
10	Documentation showing safety benefit to the employees.
5	Includes discussion regarding public/employee benefit, no documentation.
0	Includes no discussion or documentation.

### IV. Other Criteria

(Maximum Section Points = 20)

#### A. Deliverability of Project

Most points will be given to a complete project that can be delivered by June 30, 2004 (Vehicle purchase projects are considered complete when a third party (purchase) contract is awarded.)

<u>Points</u>	<u>Point Criteria</u>
10	Total project completed by June 30, 2004.
5	Useable segment completed by June 30, 2004.
0	Total project/useable segment completed later than June 30, 2004.

#### B. Energy Efficiencies/Environmental Benefits

Describe the expected energy efficiency and/or environmental benefit(s) associated with the proposed project. Provide supporting documentation for all scenarios. For example, if a building's insulation is improved, lower energy costs should result.

<u>Points</u>	<u>Point Criteria</u>
10	New/Replacement vehicle(s) with alternative fuels (CNG, methanol, electric, etc).
8	New/Replacement vehicle(s) with clean burning diesel.
6	Rehabilitated vehicle(s) that reduce emissions.
6	Facilities project that reduces energy usage.
6	Other equipment that directly reduces energy usage.
4	Other equipment that indirectly reduces energy usage.

## Project Schedule

Shade in the cells to indicate the expected beginning and completion dates (by month, by component) of this project. If the project will extend beyond RTSGP funding cycle (June 30, 2004), indicate with an "\*" the month at which point there would be a useable segment of the overall project.

	FY 01-02			FY 02-03												FY 03-04												FUTURE
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
PA&ED																												
PS&E																												
R/W																												
CON																												
VEH																												
Other																												
EQUIP																												
	PRIOR																											

## Route/Project Location Map

Please attach a copy of the proposed Route map associated with this application, and/or attach a copy of a map showing the location of the proposed project.



Authorization/Certification

By affixing the signature(s) below, the agency certifies it has provided complete and accurate information necessary for the California Transportation Commission to review and process this project application. It further certifies that the agency, will in good faith, pursue this work for the public's benefit in a timely and diligent manner and comply with all existing and future Commission policies and rulings. Lastly, the agency certifies that the regional planning agency has reviewed and approved this application.

\_\_\_\_\_  
Authorized Representative of Applicant Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of Recipient Agency  
(Required if different from Applicant Agency)

\_\_\_\_\_  
Date

By affixing the signature below, the RTPA certifies it has verified and agrees with the information contained in this application regarding the applicant's record of TDA allocations, apportionments and expenditures.

\_\_\_\_\_  
Authorized Representative of Regional  
Transportation Planning Agency

\_\_\_\_\_  
Date

**RURAL TRANSIT SYSTEM GRANT PROGRAM**

**Application - Appendix 1**

**APPENDIX 1 - TDA USAGE CHART and OVERALL FUNDING PLAN**

**TDA Usage**

	FY 1998-99	FY 1999-00	FY 2000-01	<b>Required % Local Match</b>  ↓
A. Total TDA available to the Agency:	\$ -	\$ -	\$ -	
B. Amount of TDA used by the Agency:	\$ -	\$ -	\$ -	
C. Of the remainder, TDA amount used on Streets and Roads:	\$ -	\$ -	\$ -	
D. Percent (%) of TDA used for Streets and Roads (C ÷ A = D):	C11/C9	D11/D9	E11/E9	D. (C12+D12+E12)/3

	FY 2000-01
E. TOTAL Project Cost:	\$ -
F. Required Local Match (E x D=F):	\$ -
G. Actual Match (must be > or = to F):	\$ -
RTSGP Amount (E-G=H):	\$ -

**Overall Funding Plan**

<i>Fund Source *</i>	PRIOR	FY 00-01	FY 01-02	FY 02-03	FY 03-04	TOTAL
<b>STATE</b>						
RTSGP (PTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prop 116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State-Administered Federal (STP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Highway Account (SHA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Transportation Account (PTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal State Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LOCAL</b>						
Local Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TDA (LTF, STAF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Federal (CMAQ, RSTP, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Local Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROJECT FUNDING</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*NOTE: Project funding not yet committed must be explained.*

# RURAL TRANSIT SYSTEM GRANT PROGRAM

## APPENDIX 2 - FINANCIAL PLAN (Expenditures)

COST CATEGORY	Prior Alloc	Current Request	FY 01/02				FY 02/03				FY 03/04				Future Requests	Project Total
			Quart. 4	Quart. 1	Quart. 2	Quart. 3	Quart. 4	Quart. 1	Quart. 2	Quart. 3	Quart. 4					
PA&ED																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Sub PA&ED																
PS&E																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Sub PS&E																
R/W																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Sub R/W																
CON																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Sub CON																
Vehicles																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Sub Vehicles																
Proj. Summary																
RTSGP (PTA)																
State:																
Federal:																
Local:																
Other:																
Project Total																



## APPENDIX 3

### RECIPIENT AGENCY BOARD RESOLUTION

RESOLUTION # \_\_\_\_\_

#### AUTHORIZATION FOR THE FILING OF APPLICATIONS, EXECUTION OF MASTER AGREEMENTS and PROGRAM SUPPLEMENTS FOR RURAL TRANSIT SYSTEM GRANT PROGRAM PROJECTS

*(The following is sample language that could be included in an agency's Board Resolution)*

**WHEREAS**, the \_\_\_\_\_ (*Agency*) may receive funding from the State of California now or sometime in the future for transit related projects; and

**WHEREAS**, Section 14057 was added to the Government Code by Chapter xx (AB 437), of the Statutes of 2001, creating the Rural Transit System Grant Program (RTSGP); and

**WHEREAS**, these statutes related to state funded transit projects require a local or regional implementing agency (*Agency*) to execute a cooperative agreement with California Department of Transportation (Department) before it can be reimbursed for project expenditures; and

**WHEREAS**, the California Transportation Commission (CTC) guidelines for the Rural Transit System Grant Program, encourages the Department and the (*Agency*) to maximize the use of existing agreements such as Master Agreements and Program Supplements to expedite development and execution of cooperative agreements; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the (*Agency*) that the (*Agency*) agrees to comply with all conditions and requirements set forth in this agreement and applicable statutes, regulations and guidelines for all state funded transit projects.

**WHEREAS**, the CTC, who governs the administration of transit related projects, requires that cooperative agreements for RTSGP projects include a certification, by resolution of the governing board of a local or regional agency, as required by statutes, that it will sustain its level of expenditures for transit purposes at a level that is consistent with the average of its annual expenditures during the 1998-99, 1999-00, and 2000-01 fiscal years, including funds reserved for transit purposes, during the 2001-02 fiscal year, and subsequent fiscal years that the allocation is available for use; and

**WHEREAS**, the resolution will also declare that the (*Agency*), as required by statutes, has the financial ability required to support ongoing operations of the new public transportation services resulting from the approved RTSGP project(s); and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the (Agency) that the (Agency) agrees to maintain expenditures for transit purposes at a level that is consistent with the average of its annual expenditures during the 1998-99, 1999-00, and 2000-01 fiscal years, including funds reserved for transit purposes, during the 2001-02 fiscal year. The (Agency) also declares that it has the financial ability required to support ongoing operations of the new public transportation services resulting from the approved RTS GP project(s).

**WHEREAS**, the (Agency) wishes to delegate authorization to apply for funding from the Rural Transit System Grant Program, and to execute any related agreements and any amendments thereto, to the (Transit Manager, Grants Manager, etc.); and

**NOW THEREFORE, BE IT RESOLVED** that the (Transit Manager, Grants Manager, etc.) be authorized to apply for Rural Transit System Grant Program funding, and to execute all agreements and any amendments thereto, with the California Department of Transportation.

Application - Appendix 4

# APPENDIX 4 - EXISTING FLEET INVENTORY

## RURAL TRANSIT SYSTEM GRANT PROGRAM

	1	2	3	4	5	7	8	9	11	12	13
	Vehicle * Type / Disposition	Current Use (In Service or Back-Up)	VIN (Last 5 digits)	Vehicle Year/Make	Passenger Capacity	Current Mileage	Date or Leased	Registered Owner	Vehicle Service Hours Per Day **	Total OWP Trips Per Day ***	12-Month Mfee & Repair Costs
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
TOTALS for columns 10 and 11 (excluding backup vehicles)											

\* For vehicles proposed for replacement, indicate type of vehicle: (V) for van and (B) for bus;  
also indicate disposition of replaced vehicles as follows: (BK) for backup and (S) for sell.

\*\* Excluding *idle time*.

\*\*\* One-way passenger trips.

Provide total miles traveled per day for all active vehicles in fleet (exclude backup vehicles):

Indicate days of service (e.g., Monday -- Friday):



**Appendix 5**

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**Supporting Project Documentation**